

Sample Agenda

Company Name

Board Meeting

Location

Date

Time

AGENDA:

1. Call to Order
2. Welcome and Introductions
3. Adoption of Agenda
4. Reports: (company determines the order of the VP reports)
 - President (first and last name)
 - VP – Marketing and Sales (first and last name)
 - VP – Production/Operations (first and last name)
 - VP – Human Resources (first and last name)
 - VP – Information Technology (first and last name)
 - VP – Finance (first and last name)
 - VP – Health & Safety (first and last name)....optional VP position/report
5. New Business:
 - Thank you
 -
 -
6. Adjournment

BOARD MEETING PROCEDURAL NOTES:

A boardroom-type table setup should be ready to go, with a copy of the business plan and agenda at each place. JA student participants should arrive early, be seated and ready at least 5-10 minutes before the 'official' start time.

Dress is professional/business attire.

Guests arrive and convene in a common area at the school (all logistics should be communicated to them by the teacher/advisor well in advance of the meeting date). Guests should be greeted and hosted by a company member prior to being escorted to the meeting room as a group. When the guests enter the meeting room, it is suggested that seated team members rise to acknowledge their presence. The team member who is escorting the guests should show them to their seating positions at the table. *(Far too often, guests have been 'dropped' and it becomes awkward for them to figure out where they are to sit.)* Once they have been seated, the rest of the team can be seated and the meeting can begin.

Call to Order:

Chair (President) calls the meeting to order, noting the date and time, the fact that this is the first official board meeting, and perhaps the name of the company, a Junior Achievement Company at (school name).

Welcome and Introductions:

President welcomes everyone to the meeting, especially guests from the business community. He/she takes the time to mention them individually (name, position and company). This is followed by a round-table introduction where each team member introduces him/herself, stating the position and department within which he/she works. *If at all possible, placing name (tent) cards at each place setting is a good idea.*

Adoption of the Agenda:

President draws people's attention to the agenda and asks if there are any changes to be made. **If there are no changes**, the president asks for someone to 'move the adoption of the agenda as presented.' That person raises his/her hand and is acknowledged. President asks for a 'seconder.' A company member 'seconds' by raising his/her hand. President asks 'All in favour?' Members vote by raising their right

hand. President asks, 'Opposed?' Members vote by raising their right hand. President states, "Motion carried." (or defeated, which is unlikely to happen)

****If someone recommends changes to the agenda, then the chair determines where they are to be added (often under New Business). Sometimes a person's name is spelled wrong, in which case he/she would want it corrected so this could be mentioned as a change. Once all changes have been made, the President asks for someone to 'move the adoption of the agenda as amended.' Procedure continues with a seconder, all in favour, opposed, and motion carried. (Note....rarely, if ever, is there a need for the agenda to be amended if the President has ensured its accuracy ahead of time!)**

Reports:

President highlights the important parts of the President's Report. He/she should reference the page # of the business plan while presenting a basic overview of the company, its business idea and plans to succeed. He/she moves that the President's Report be adopted as presented. Another team member seconds the motion. It is time-efficient for the president to say that no questions will be entertained at this time as there will be time for questions after each of the Vice-President's reports. President asks 'all in favour of the motion to adopt my report as presented?' Members vote by raising the right hand. President then asks, 'Opposed?' Members vote by raising their right hand. President declares 'motion carried.' (or defeated, which is unlikely to happen)

Each Vice-President presents his/her report in the same manner--by highlighting the important pieces and referencing the page #s from the Business Plan. At the end, he/she moves that his/her report be adopted as presented. President asks, 'Is there a seconder?' and someone raises the right hand and says "I second that motion." Then the President asks, "Are there any questions?" The floor is then open for guests to ask questions and to challenge the VP. Raising the right hand indicates that you are interested in asking a question, and so the chair must be observant of who wants to talk. The chair must also allow enough time for people to formulate their questions, comments, etc. so do not rush this portion of the meeting. It is an excellent idea to have some questions ready for team members to ask of each VP. It is also a good idea to think about the types of challenges/questions team members may be presented with from the guests. Be prepared! Once discussion has been drawn to a close, the President asks "All in favour of the motion to adopt the report as presented by the VP of _____?" Members raise their right hands to vote. The President then asks, "Opposed?" and members vote accordingly. The President declares "Motion carried." (or defeated, which is unlikely to happen). Repeat the process with each VP's report.

New Business:

President deals with each topic, beginning with “thank you’s” to each of the guests for attending, challenging, encouraging, etc. If other topics were added to the agenda at the beginning of the meeting, the President directs the discussion to each of these in order.

Adjournment:

Once it is evident that all discussion has concluded, the President can adjourn the meeting (no seconder required) by simply stating, “I declare this meeting adjourned on (date) at (time).”

Yahoo.....Celebrate.....It's a wrap!

***Sample Minutes of Meeting as recorded by the
VP of Human Resources or designate***

Peac-Treats

Minutes of Meeting

November 23, 2010

TCU Financial Group Rochdale Boulevard location (Regina, SK)

In Attendance: Mitch Smith, Justice Eashappie, Jennifer Toupin, Shelene Rehbein, Randi Kinnee, Morgan Gabel, Siera Bearchell, Emmett Harrison, Cody Connolly, Sam Clace, Travis Pack, Cayleigh McNeice, Keegan Ez, Tyrell Darroch, Mrs. McKinnon, Mrs. Greenwood

Guests: TCU Financial Group representatives – Phil Deutscher, Kirk Yaskowich and Derek Derkatch

Meeting called to order at 10:40 am by President, Siera Bearchell.

Welcome and Introductions:

President, Siera Bearchell, welcomed the guests and introduced herself and the company, Peac-Treats. Each team member then introduced him/herself.

Adoption of the Agenda:

Moved by Emmett Harrison that the agenda be adopted as presented. Seconded by Justice Eashappie. All in favor. Carried.

Reports:

President - Siera Bearchell	Siera presented an overview of the company, including company goals. Moved by Siera Bearchell that her report be adopted as presented. Seconded by Morgan Gabel. No discussion or questions were entertained at this time. All in favor. Motion carried.
Vice President of Marketing	Mitch Smith presented the Marketing and Sales Report.

and Sales - Mitch Smith	Moved by Mitch Smith that his report be adopted as presented. Seconded by Jennifer Toupin. Discussion followed. All in favor. Motion carried.
Vice President of Production – Morgan Gabel	Morgan Gabel presented the Production Report. Moved by Morgan Gabel that her report be adopted as presented. Seconded by Travis Pack. Discussion followed. All in favor. Motion carried.
Vice President of Human Resources - Justice Eashappie	Justice Eashappie presented the Human Resources and Compensation Plan. Moved by Justice Eashappie that his report be adopted as presented. Seconded by Cody Connolly. Discussion followed. All in favor. Motion carried.
Vice President of IT - Tyrell Darroch	Tyrell Darroch presented the IT Report. Moved by Tyrell Darroch that his report be adopted as presented. Seconded by Mitch Smith. Discussion followed. All in favor. Motion carried.
Vice-President of Finance - Emmett Harrison	Emmett Harrison highlighted the Finance Department report. Moved by Emmett Harrison that his report be adopted as presented. Seconded by Justice Eashappie. Discussion followed. All in favor. Motion carried.

New Business:

President, Siera Bearchell, thanked our guests for their input into today's meeting. There was opportunity for additional comments and questions from the guests, who gave sound advice and suggestions for conducting a successful business venture.

Adjournment:

Siera Bearchell declared the meeting adjourned at 11:37 am.